

Personnel Activity Report For Professional Employees Optional PAR Report

The Personnel Activity Report (PAR) represents an after-the-fact certification of an individual's actual effort. Employees that are pay rolled from or cost-shared to federally sponsored projects (and paid out of multiple funding sources) are required to complete a PAR.

For more information about Personnel Activity Reports, please consult OMB Circular A-122, Attachment B, Section 6 ("Cost Principles for Non-Profit Organizations")

PERSONNEL ACTIVITY REPORT

PROFESSIONAL EMPLOYEE

Name of Organization: _____

Employee's Name: _____

Week Ending ⁽¹⁾: _____

	<u>Distribution of Time</u> (Percentage)	<u>Supervisor's Signature</u> ⁽²⁾
Project A (Grant Contract # AAAAAAA)	_____ %	_____
Project B (Grant Contract #BBBBBBB)	_____ %	_____
Project C (Grant Contract # CCCCCCC)	_____ %	_____
Administration	_____ %	_____
Total	100%	

This is an after-the-fact determination of my actual activity for the above pay period.

Employee's Signature: _____

Date: _____

⁽¹⁾ Reports must be prepared at least monthly and must coincide with one or more pay periods

⁽²⁾ Supervisory official having first hand knowledge of the activity performed by the employee.